

**PORT OF BREMERTON**  
**BOARD OF COMMISSIONERS**  
**REGULAR BUSINESS MEETING**

**A G E N D A**

September 25, 2018  
6:00 PM

Bill Mahan Conference Room  
Port Administration Offices  
Bremerton Nat'l Airport Terminal Bldg  
8850 SW State Hwy 3, Bremerton

**Call to Order**

**Pledge of Allegiance**

**Approval of Agenda**

**Consent Items**

All matters listed under Consent Items have been distributed to each member of the Commission for reading and study, are considered to be routine, and will be enacted by one motion of the Commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Items and placed under Action Items by request.

- A. Minutes of the regular business meeting of September 25, 2018.
- B. Payment of checks #103478 through #103505 and #78301 through #78304 and #78310 through #78353 from the General Fund for \$164,411.41; #78305 through #78309 from the Construction Fund for \$69,112.90 and the payment of payroll taxes for \$17,228.77..

**Information Items**

- 1. Bremerton Pilots Association (BPA) Scholarship Request – Doug Haughton

**Work Study Session**

- 1. 2019 Budget - Allocation of Port Resources to Community Agencies/Groups

**Citizen Comments:** *Open to the public for comment. Speakers are asked to keep their comments to less than 3 minutes. A Commissioner may request to waive the 3 minute time limit. Please feel free to submit further comments in writing to the Clerk of the Board.*

**Action Items**

**Commission New Business**

**Staff Reports**

**Commission Reports**

**Executive Session** *(if necessary)*

**Adjournment**

*Regular business and other meetings that may be attended by members of the Board*

<u><i>Date</i></u>	<u><i>Time</i></u>	<u><i>Meeting</i></u>
<i>09/25</i>	<i>12:30 pm</i>	<i>CANCELLED Kitsap Aerospace &amp; Defense Alliance (KADA) Steering Committee</i>
<i>09/25</i>	<i>6 pm</i>	<i>*Commission Regular Meeting – Bill Mahan Conference Rm</i>
<i>09/27</i>	<i>9 am</i>	<i>Puget Sound Regional Council (PSRC) Operations Committee</i>
<i>09/27</i>	<i>10 am</i>	<i>PSRC Executive Board</i>
<i>09/27</i>	<i>1 pm</i>	<i>Kitsap Aerospace &amp; Defense Alliance (KADA) Annual Meeting</i>
<i>10/02</i>	<i>10:15 am</i>	<i>Kitsap Regional Coordinating Council (KRCC) Executive Board</i>
<i>10/03</i>	<i>1 pm</i>	<i>PSRC Economic Development Board</i>
<i>10/08</i>		<i>Columbus Day – all Port offices OPEN</i>
<i>10/9</i>	<i>10:00 am</i>	<i>*Commission Regular Meeting – Bill Mahan Conference Rm</i>

*Meetings are subject to change or cancellation*

*\*Denotes events in which two (2) or more Commissioners may attend*

**PORT OF BREMERTON**  
**BOARD OF COMMISSIONERS**  
**REGULAR BUSINESS MEETING**

**MINUTES**

September 11, 2018  
10:00 AM

Bill Mahan Conference Room  
Port Administration Offices  
Bremerton Nat'l Airport Terminal Bldg  
8850 SW State Hwy 3, Bremerton

**Commissioners and Staff Present**

Commissioners

Larry Stokes  
Cary Bozeman  
Axel Strakeljahn

Staff Members

Jim Rothlin	James Weaver
Fred Salisbury	Tim Mensonides
Sherman Hu	Ginger Waye
Arne Bakker	Jim Ryan, Atty

**Call to Order**

President Stokes called the meeting to order at 10:00 a.m. and led the Pledge of Allegiance.

On the anniversary of 9/11, Commissioner Bozeman recalled a personal story of a friend working in the second twin tower who had over 1,000 employees he was able to successfully lead out of the building before it collapsed.

Commissioner Stokes recalled the ceremony he was humbled to participate in when a metal remnant of the towers was installed as a 9/11 Memorial at Evergreen Rotary Park.

Commissioner Strakeljahn reminded everyone of how we need to support our military and first responders for all they do in keeping us safe.

Commissioner Stokes called for a moment of silence in remembrance of the 9/11 attacks.

**Approval of Agenda**

**It was moved by STRAKELJAHN, seconded by BOZEMAN to:**

Approve the Agenda as presented.

**MOTION CARRIES, 3-0**

## Consent Items

- A. Minutes of the regular business meeting and executive session of August 28, 2018.
- B. Payment of checks #103447 through #103477 and #78242 and #78243 through #78245 and #78253 through #78300 from the General Fund for \$162,863.00; #78246 through #78252 from the Construction Fund for \$199,919.67 and the payment of payroll taxes for \$18,543.19.

**It was moved by BOZEMAN, seconded by STRAKELJAHN to:**

Approve the Consent Items as presented.

**MOTION CARRIES, 3-0**

## Information Items

- 1. Port Orchard Development Update – Steve Segó, Waterman Investment Partners LLC

Mr. Segó provided background on the City of Port Orchard's request for proposals for development of a downtown area around 640 Bay Street and the subsequent acceptance of Waterman Investment Partners proposal. He shared details of the development process including its challenges and where the process currently stands. He explained the benefits for the development area falling within a newly established Opportunity Zone.

Using diagrams of the project area, Mr. Segó led discussion with the Board on the Partners opportunity to expand the project area and their request for the Port to consider providing a "first right of refusal" for a Port-owned parcel to the west of Kitsap Bank and 7-Eleven along Bay Street. The Board was supportive and requested CEO Rothlin work with Mr. Segó to draft a proposal.

**Citizen Comments - None**

## Action Items

- 1. Final Acceptance for the Olympic View Industrial Park Building #4 Roof Project with Humphrey Construction, Inc.  
*Presented by Tim Mensonides, Airport Manager*

**It was moved by STRAKELJAHN, seconded by STOKES to:**

Accept as final the Olympic View Industrial Park (OVIP) Building #4 Roof Project construction contract with Humphrey Construction Inc., in the amount of \$86,110.00

Following discussion;

**MOTION CARRIES, 3-0**

## **Commission New Business**

Commissioner Bozeman

- Introduced the idea of formulating a master plan for the industrial park so it can be determined what the 500 acres could look like. There was discussion and concurrence by the Board.

## **Staff Reports**

*Jim Rothlin, Chief Executive Officer*

- Introduced the new Director of Marine Facilities, James Weaver, providing his background and stating he stood out from the other strong applicants with his connection to the community and his ability to coordinate ideas and processes between public/private partners. Mr. Weaver expressed his thanks for the opportunity and provided insight into his passion for the community and why he is a good fit for the position. The Board welcomed Mr. Weaver and discussed some of their expectations.

## **Commission Reports**

*Commissioner Stokes*

- Met with a prospective tenant at his request and was excited with what he had to say; however, it is future development so will not go into detail at this time.

**Executive Session** - None

## **Adjournment**

There being no further business before the Board, the meeting was adjourned at 10:45 a.m.

Submitted,

Approved,

Jim Rothlin  
Chief Executive Officer  
September 20, 2018

Axel Strakeljahn  
Commission Secretary  
September 25, 2018



**Proposed 2019 Budget Draft - Community Activities**

	2016	2017	2018	2019	
	Final Budget	Final Budget	Final Budget	Proposed Budget	Comments
<b>Allocation of Port Resources to Community Agencies / Groups</b>					
Kitsap Regional Coordinating Council	8,800.00	9,199.00	9,658.95	9,336.10	2019 Per Axel Email
Puget Sound Regional Council	4,766.00	4,957.00	5,155.28	5,361.49	4% estimated increase
Washington Public Ports Assn.	11,125.00	11,125.00	11,125.00	11,125.00	
Port of Olympia Foreign Trade Zone	25.00	25.00	25.00	-	FTZ
Kitsap Economic Development Alliance (KEDA)	15,000.00	15,000.00	15,000.00	15,000.00	
Kitsap Aerospace & Defense Alliance (KADA)	10,000.00	10,000.00	10,000.00	10,000.00	
Leadership Kitsap		1,000.00	1,000.00	1,000.00	Based on 2018 actual pay
Visit Kitsap Peninsula	2,000.00	2,000.00	2,000.00	2,000.00	POM \$1,000, and Bremerton \$1,000
<b>Sub -Totals</b>	<b>51,716.00</b>	<b>53,306.00</b>	<b>53,964.23</b>	<b>53,822.59</b>	
<b>Other Community Events</b>					
Blackberry Festival/Bremerton Rotary	1,000.00	1,000.00	1,000.00	2,500.00	Blackberry Fest - sponsorship levels increased 2019
Airport Fly-In & Car Show	1,000.00	1,000.00	5,000.00	2,500.00	
Bremerton Pilots Association	3,500.00	3,500.00	3,500.00	3,500.00	Scholarship Fund
Explore Port Orchard	1,000.00	1,000.00	1,000.00	1,000.00	Events featured on Explore PO website
Fathoms of Fun (POM)	2,500.00	2,500.00	2,500.00	2,500.00	Concerts by the Bay
Fathoms of Fun (POM)			2,500.00	2,500.00	2019 Sinclair Fireworks Show
KEDA Decision Makers I & II	850.00	850.00	850.00	850.00	Semiannual KEDA meeting sponsorships (\$250 for Decision Maker I; \$600 for Decision Maker II)
Kitsap Peninsula Water Trails			250.00	250.00	Remain same in 2019
Kitsap Harbor Festival	5,000.00	4,000.00	3,000.00	2,500.00	POM \$1,250, and Bremerton \$1,250
Legislative Luncheon			2,000.00	2,000.00	
Puget Sound Naval Association			15,000.00	0.00	Per Axel's email - remove in 2019 per Arne's note
Future Economic Development Opportunities				10,000.00	Commissioner's request
Rock the Dock (Bremerton Marina)	5,000.00	5,000.00	5,000.00	2,500.00	To match Concerts by the Bay Sponsorship
West Sound Expo	300.00	300.00	150.00	-	Event cancelled in 2018
Other	350.00	1,000.00	1,000.00	-	Unanticipated events
<b>Sub -Totals</b>	<b>23,500.00</b>	<b>20,150.00</b>	<b>42,750.00</b>	<b>32,600.00</b>	
<b>TOTAL</b>	<b>75,216.00</b>	<b>73,456.00</b>	<b>96,714.23</b>	<b>86,422.59</b>	

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**From:** Axel Strakeljahn  
**Sent:** Friday, August 3, 2018 3:21 PM  
**To:** Tim Mensonides  
**Subject:** Re: BPA Scholarship Funding for 2019

Thank you  
Please add to the budget process

Axel

Sent from my iPhone

On Aug 3, 2018, at 2:29 PM, Tim Mensonides <[timm@portofbremerton.org](mailto:timm@portofbremerton.org)> wrote:

Good Afternoon Commissioners,

Please see the scholarship request from Bremerton Pilot's Association President Jim Posner for the 2019 Port Budget. The BPA will also be submitting a formal request letter within the next month.

Kind Regards,

***Tim Mensonides, C.M.***

## ***Airport Manager***

Bremerton National Airport

8850 SW State Hwy 3, Bremerton, WA 98312

Direct: 360-813-0828 | Main: [360-674-2381](tel:360-674-2381) | Fax: 360-674-2807

***“The airport runway is the most important main street in any town.”***

-Norm Crabtree, former aviation director for the state of Ohio.

[portofbremerton.org](http://portofbremerton.org)

[FIND US ON FACEBOOK!](#)

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**From:** Jim Posner [<mailto:jimposner@comcast.net>]

**Sent:** Friday, August 3, 2018 1:21 PM

**To:** Tim Mensonides

**Cc:** Doug Haughton; Kim Sellick; Pat Heseltine

**Subject:** BPA Scholarship Funding for 2019

The Honorable Commissioners of the Port of Bremerton:

Over the years, the Port of Bremerton has generously provided funds to augment the Bremerton Pilots Association’s Youth Aviation Scholarship program. We have graduated many new pilots through this program by providing matching funds to support their training expenses; six just this year.

All training is done through Avian Flight Center which directly supports our airport’s Fixed Base Operator (FBO) and benefits Kitsap County youth. Clearly a win-win situation for all.

This country is facing a severe pilot, mechanic and flight instructor shortage. Our and similar scholarship programs around the country are working hard to address this shortage. Many of our graduates go on to become professional pilots.

We at the Bremerton Pilots Association are making plans to ramp up our program, planning fund-raising events such as auctions, private donations plus negotiating participation in local events to contribute at least part of their proceeds to the scholarship treasury. As an example, the upcoming Fly-In and Car Show will generate a substantial amount in this way. ***I request that the Port similarly***



***ramp up its level of contribution from one scholarship as it has in the past (\$3,500) to an additional full scholarship (\$7,000 total) in the 2019 budget.***

As you know, all funds received go directly to flight training. There are no administrative expenses and all management is performed on a volunteer basis.

Thank you for your consideration.

Jim Posner  
President - Bremerton Pilots Association

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# FATHOMS O' FUN FESTIVAL, INC.

PO Box 312  
Port Orchard, WA 98366

[www.fathomsofun.org](http://www.fathomsofun.org)

August 14, 2018

## Port of Bremerton Commissioners

Cary Bozeman, Axel Strakeljahn, Larry Stokes  
8850 SW State Hwy 3,  
Bremerton, WA 98312

Dear Commissioners,

We are grateful for your support to our organization over the years in funding our Concerts by the Bay and the Fireworks for this year! Fathoms works very hard with a small group of volunteers to create the very best and most popular program of events for the community, our visitors, and your boaters.

We have had a great summer concert series this year, with three more to go in August, a total of 22 bands! We are already booked with bands beginning May 30, 2019 through August 29, 2019, with four of those bands being on the 4<sup>th</sup> of July.

We are kindly asking for your consideration in funding \$2,500 for Concerts by the Bay and \$2,500 for the annual 2019 Sinclair Inlet Fireworks show from your discretionary budget.

The annual Sinclair Inlet Fireworks Show is the traditional culmination of celebration activities in the region for many families and many visitors. The pyrotechnic display is fired from a barge moored in the inlet, and is viewed by upwards of 60,000 onlookers – the largest attendance of any single event in the West Sound area. Our major sponsor for the past 12 years has been WAVE, and we are hopeful that they will continue to sponsor \$12,500 towards the fireworks funding. With the additional funding from the POB, the finale of this year's show was the very best it has ever been!

As with anything else, costs keep going up and we no longer can put on a great show with so little funding. We were assessed with a 4% overall increase this year due to an increased cost stemming from shell manufacturing and/or shipping costs. Our total cost of this year's show was \$21,864.50 and we were negative on the bottom line. The City granted us \$5,000 towards the 2018 fireworks show, which covered the cost of the barge alone to haul out the fireworks shells. Fathoms' volunteers work hard all year round to do various fundraisers in order to make this show happen.

Thanking you in advance for your consideration to our 2019 budgeting request!

Sincerely,

Sharron E. King  
Chair, Fathoms O' Fun Festival  
(360) 871-1805 H  
(360) 731-4027 C  
[sharron@fathomsofun.org](mailto:sharron@fathomsofun.org)

*Fathoms O' Fun, Inc. is a Washington Non-profit Corporation. It holds IRS 501 (c) (4) status as a tax-exempt organization. Its mission is to provide family recreation opportunities as well as scholarship programs in our community. Fathoms is operated entirely by volunteers.*



## 2019 Events - Fathoms O' Fun Festival

[WWW.FATHOMSOFUN.ORG](http://WWW.FATHOMSOFUN.ORG)

Fathoms O' Fun Festival Royalty Scholarship Pageant	Saturday, March 2, 5pm Christian Life Center
Easter Egg Hunt in the Park	Saturday April 20, - Hunt starts 12 Noon South Kitsap Regional Park
Fathoms O' Fun Royalty and Festival Float Tour	April through September at Community Festivals throughout Washington State
Port Orchard Seagull Splat 5K Run/Walk (Honoring the Veterans & Military)	Saturday - May 25, 10am, Downtown Bay St.
Windermere presents the 3 <sup>rd</sup> Annual SKHS Crew Regatta Invitational	Saturday - May 26, in Sinclair Inlet (Time TBD)
Concerts By the Bay at Port Orchard's Waterfront Gazebo - Free Weekly Live Music	Last Thursday of May through Labor Day Weekend Thursdays @6:30-8PM, 4 <sup>th</sup> of July 2PM-10:30PM,
KITSAP CREDIT UNION Presents Fathoms O' Fun 52 <sup>ND</sup> Grand Parade	Saturday June 29 - 6pm Bay Street - Port Orchard
SK Volunteer Firemen's Association Annual Hot Foot 5K Races	Saturday, June 29, 9am South Kitsap Regional Park
Summer Festival 3-day Craft & Vendor Show & Kids Activities on the Waterfront	June 28 - 30, Fun for kids of all ages! Music, Crafts, Food, Children's Fun!
Civil War Re-enactment Demos & Battle	June 28-30, Waterfront & Bay Street (Time TBD)
Wheels on the Waterfront Car Show	Sunday, June 30, 9am - 3pm
Dinghy Derby	Sunday, June 30, Noon in Sinclair Inlet
WAVE Grand Fireworks Show over The Sinclair Inlet	July 4 <sup>th</sup> 10:30 pm -View from Port Orchard & Bremerton
Festival By The Bay "Classic Street Fair" at the Cruz	Sunday, August 11 - 9 am - 4 p Downtown - Bay Street
Breakfast with Santa	November 30 - 8am to Noon, Port Orchard Eagles 4001 Jackson Ave. SE

Fathoms O' Fun hosts and participates in non-profit activities all year!  
52nd Annual Fathoms O' Fun Year 'round Community Celebration!  
Information: [www.Fathomsofun.org](http://www.Fathomsofun.org) or email: [info@fathomsofun.org](mailto:info@fathomsofun.org)

Like us on Facebook - Fathoms O' Fun Festival

*Fathoms O' Fun - Helping to make Kitsap the best place to live, work, play, and to visit!*

Downtown Bremerton Association  
Post Office Box 245  
Bremerton WA, 98337



September 18, 2018

Port of Bremerton  
8850 State Highway 3 SW  
Bremerton, WA 98312

**SUBJECT: ROCK THE DOCK 2019 SUMMER CONCERT SERIES**

Commissioners,

The Downtown Bremerton Association is producing our 2019 Summer Concert Series - **Rock the Dock**. Our goal is to bring people (especially boaters) to the beautiful Bremerton Marina and waterfront from all over the region. We are planning over **20 hours** of live music over **7 Saturday evenings** during July and August. This past season we had great success with our expanded beer and wine garden overlooking the marina. We are continuing to step up the level of talent by bringing the regional talent not regularly seen at other music events like Ethan Tucker who played Bumbershoot. Ethan regularly plays big festivals like Bottle Rock in Napa Valley and was a contestant on The Voice. We now have the confidence to book early allowing us to market earlier. This year our schedule was in the West Sound Guide and included in the Kitsap Sun's announcement of Bumbershoot because of talent like Ethan Tucker.

We feel we are at a tipping point. We took on these concerts and doubled the number to help the Bremerton Marina showcase itself to weekend boaters as a means to reduce its vacancy. We feel with the right push this year we will have significant growth to make this concert series among the summer's hottest events. We plan to increase our marketing budget, hire a part time social media coordinator and contract a day of event organizer who will ensure everything is tracking properly for a successful Saturday concert. We have some very loyal cash and in-kind sponsors as well as the support from the Port of Bremerton. Again this year, we expect to be awarded \$20,000 from the City of Bremerton's Lodging Tax.

We are requesting \$10,000 to support the 2018 concert series. The increase of \$5,000 (\$700/concert) will be split evenly between an increased marketing & advertising budget, marketing/social media support person and an on-site organizer.

We enjoy our continued partnership with the Bremerton Marina and the Port of Bremerton. We look forward to Rocking the Dock in 2019.

Sincerely,

A handwritten signature in black ink that reads "Michael Goodnow". The signature is written in a cursive style.

Michael Goodnow, President

Attachment: Marketing Plan & Deliverables

## MARKETING PLAN & DELIVERABLES

We will market this on our vast network of social media sites, including paid advertising. Our primary site is currently reaching over **3,750 people** engaged in downtown Bremerton. We will post on our websites. Concert Series posters will be distributed throughout the region including electronically. Working with the Port, we will ensure press releases will be sent to boating organizations across the Puget Sound. We will work with local media to create partnerships for exposure. We have commitments from local companies to provide in-kind large format printing for banners and window decals.



DBA will conduct marketing through the following and provide deliverables\*:

1. Schedule of talent
  1. Poster professionally designed & distributed regionally\*
  2. WSF Ferries - Posters
  3. Continue to work with Victoria - regional marinas
  4. Wider Distribution - including radio
  5. BKAT Slides
  6. Boater Bag postcards\*
2. Website (New site due to launch at 1st of the year.)
  1. Schedule and bios\*
3. Social Media plans for:
  1. Facebook\*
    1. @DowntownBremerton
    2. @RocktheDockBremerton
    3. @BremertonCentral
    4. @VisitBremerton
  2. Twitter @BremertonEvents
  3. Instagram @DowntownBremerton
4. Newspaper & Print advertising
  1. West Sound Guide 2019
  2. Kitsap Sun A&E Print/Blog\*
  3. West Sound Home & Garden
  4. Bremerton Beat Blast
5. Networking events & Community Announcements
  1. Bremerton GreenDrinks May, June, July & August.
  2. City Council Meeting Announcements
  3. Various Community Calendars
6. Banners & Large Format
  1. Boardwalk Railing & Hampton Inn\*
  2. Over Street Banner Downtown
  3. Stage Banners